

## **AGENCY-SPECIFIC TEMPLATE FOR REPORT TO CONGRESS UNDER P.L. 106-107, 2005**

This is the agency specific report to Congress under P.L. 106-107 for 2005 for the Institute of Museum and Library Services This report covers the period May 2004 through May 2005.

### **Institute of Museum and Library Services**

Although a small agency, with 55 employees, IMLS has been involved in many of the P.L. 106-107 initiatives.

#### **Participation in the Government-wide Streamlining and Grants.gov Efforts**

- ◆ IMLS has reviewed and commented on notices of grants management policies proposed by the 106-107 workgroups.
- ◆ IMLS participated in the FIND pilot and has published 100% of the agency funding opportunities since FY 2003.
- ◆ IMLS representatives received training in workshops to prepare the agency to begin receiving applications through Grants.gov APPLY.
- ◆ IMLS was an active participant in the working group to develop the Arts and Humanities common cover sheet (now the SF 424 short form).
- ◆ IMLS will publish two grant opportunities to APPLY by September 2005.
- ◆ IMLS made its full partner agency financial contribution to Grants.gov

#### **Internal Efforts to Create an Environment Conducive to Grants Streamlining and Simplification and Assess Impact of Changes**

##### **General Approach**

IMLS is working internally to meet P. L. 106-107 requirements in the following ways:

- ◆ Senior program managers are regularly briefed on the activities of the various grants streamlining workgroups and the potential impact on program management. Executives support streamlining initiatives.
- ◆ IMLS works with the Grants.gov program office staff and coordinates with internal program staff to implement IMLS participation in APPLY.
- ◆ An internal grants management team meets regularly to identify how

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the agency can streamline grant management activities across agency programs and to conform as closely as possible with government-wide initiatives.

- ◆ IMLS has alerted its grantee community of changing requirements (specifically regarding the DUNS number requirement) and plans to continue this practice as other requirements are in place. Information on changing requirements is distributed in the IMLS electronic newsletter to the museum and library communities, and the information is prominent on the agency Web site. Program guidelines provide the information, as well.
- ◆ IMLS is developing plans to prepare its applicant community for submitting applications to IMLS through Grants.gov. Program staff include the information about Grants.gov in updates at professional association meetings.
- ◆ IMLS IT staff is preparing for participation in the publication of funding opportunities on the APPLY function of Grants.gov and the integration of applications submitted through that system into the agency's internal automated grants management system.

**Implementing the Changes Affecting the Pre-Award Process**

**A. Grants.govFIND:**

- ◆ IMLS fully participates in Grants.gov FIND. IMLS posts 100% of its 9 grant opportunities, .

**B. Announcement Template**

- ◆ IMLS provides timely and consistent information on announcements posted on Find so potential applicants know how to apply for IMLS funds
- ◆ IMLS uses the standard announcement template for all funding opportunities.

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**C. Grants.gov APPLY**

- ◆ IMLS will publish two grant opportunities for the end of FY 05 and plans to publish the balance of discretionary programs by the end of FY 07.
- ◆ IMLS will publish application packages for discretionary programs according to the following schedule:

Date	Number funding opportunities	Percentage
September 30, 2005	2 application packages	25%
September 30, 2006	4 application packages	75%
September 30, 2007	2 application packages	100%

- ◆ IMLS will alert its grantee community of changing requirements and opportunities. Information on changing requirements and opportunities will be distributed in the IMLS electronic newsletter to the museum and library communities, and the information will be prominent on the agency Web site. Printed program guidelines will provide the information, as well. Program staff will include the information about Grants.gov in updates at professional association meetings. IMLS is developing further plans to prepare its applicant community about submitting applications to IMLS through Grants.gov. IMLS will use resources developed by the Grants.gov Program Office for this outreach to the grantee community.
- ◆ A high percentage of applicants and potential applicants to the IMLS discretionary grant programs are small organizations. Many of these small organizations, particularly small museums, are not highly technologically equipped or experienced. IMLS staff, with the technical support of the Grants.gov Program Office, will assist these small organizations with the Grants.gov process.

IMLS anticipates, however, that the complete transfer of grant application from paper to electronic will cover several annual grant cycles. During that transitional period, IMLS will face challenges to manage grant programs using two different processing systems. IMLS will develop a phased implementation plan for requiring applicants to use Grants.gov. This plan will publicize and shared with applicants in preparation for the transition.